



Martin J. Chávez, Mayor

Pre-Application Review Team Discussion (PRT)

Overview

Pre-Application Discussion provides prospective applicants with an opportunity to discuss development proposals in an informal setting with a multi-agency staff team. PRT's are provided to assist applicants in acquiring information about the City of Albuquerque's requirements and procedures pertaining to the request. City requirements, policies and procedures are provided to the applicant through the appropriate process in order to minimize time and reduce barriers.

PRT's are provided to assist applicants in acquiring information on process and requirements pertaining to their request. PRT's are available for the following:

- **Environmental Planning Commission (EPC) submittals**
 - Zone Map Amendments
 - Annexations / Establishment of Zoning
 - Sector Plan / Area Plan / Comprehensive Plan Amendments
 - Site Development Plans for subdivision and Building Permit
 - Zoning Code Text Amendment
- **Development Review Board (DRB) submittals**
 - Replats (major and minor subdivisions)
 - Vacation of easements and/or public right of way
 - Sketch plat review and comment
 - Site development plans
 - Zoning Hearing Examiner (ZHE) submittals for special exceptions
 - Conditional Uses
 - Variances

General development processes and procedures

Schedule

Every Tuesday afternoon at 1:30pm, 2:15pm, 3:00pm & 3:45pm

Appointments are scheduled in 45 minute blocks beginning at 1:30 pm. Appointments must be scheduled by 12:00 pm on Friday for the following Tuesday afternoon.

Appointments are subject to availability. All relevant material and information (PRT Form) must be submitted to the Planning Department by Friday at 2:00 pm to ensure distribution to appropriate agency representatives in preparation of the Tuesday Pre-Application Discussion. Once an appointment has been scheduled, the information (PRT form) can be mailed, faxed, hand delivered or emailed to the Planning Department, Development Review Division, 3rd Floor, 600 2nd Street NW Albuquerque, NM 87102,

Fax (505) 924-3339, Phone (505) 924-3860. Please note that applicants are responsible for submitting adequate information.

Call Mona Andrade at 924-3889 to set up a PRT appointment.

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